

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Case Analyst Licensing Enforcement/HPU Consumer Protection Division

The case analyst's purpose is to assist his/her supervising attorney in the investigation and prosecution of complaints concerning individuals holding professional licenses in Indiana. This position reports directly to the analyst's supervising attorney.

Principle Job Duties:

- Conducts the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts. This information may include: responses from parties involved; documentation regarding the transaction at issue; certified documents for both civil and criminal actions; timely follow-up of all requests made for the investigation.
- Analyze the information gathered and place this analysis in a written form of a board summary under the direction of the analysts' supervising attorney.
- Works as part of a team to bring cases to an appropriate resolution.
- Responsible to send closing letters should the case be a close.
- Assists in discovery; witness interview and preparation; subpoenas and interrogatories; attend meetings, hearings, conferences, and depositions, as required.
- Documentation of all investigative activity in accordance with current office procedures.
- Effective communication with all parties according to office policy.
- Perform other duties and complete special projects as assigned by the analyst's supervising attorney or the Deputy Director.

Qualifications:

- Bachelor's degree, paralegal certification, or equivalent work experience preferred.
- Strong research and writing skills, with emphasis on clear, persuasive analyses of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Organizational skills, sufficient to work with large caseloads including monitoring of due dates are required. Ability to multi-task.
- Ability to work well as part of a team.
- Proficient in computer skills, including Microsoft Word, Excel, Access, and various case management tools.